

INDIANA WING NEW COMMANDER CHECKLIST

Feb 22, 2014

INITIAL and DATE COMPLETED	ACTION
	<p>UPDATE UNIT INFORMATION FOLLOWING CHANGE OF COMMAND.</p> <ol style="list-style-type: none"> 1. Change of Command CAPF 27 will be completed and processed by Indiana Wing. You will receive a copy of the completed CAPF 27 from the Indiana Wing Director of Admin/Personnel (INWG/DA-DP). File this copy in your personnel file as it will be an SUI item. 2. Once you are listed as a unit commander, verify unit information by logging into eServices. On the right side of the screen, click on Membership system. Then, click on the Org Maintenance at the left side of screen. Select your unit and amend the tabs accordingly. If you have questions or problems, please contact INWG/DA-DP. 3. INWG/PD should be contacting you to discuss Command Specialty Track.
	<p>INDIANA WING YAHOO GROUPS AND INDIANA WING WEBSITE ACCESS</p> <ol style="list-style-type: none"> 1. If you don't already have one, create a Yahoo account by going to www.yahoogroups.com. After sign up, go to http://groups.yahoo.com/group/Indiana_Wing/ to subscribe to Indiana Wing Yahoo Groups. This group was created for all Indiana Wing CAP members. Include name and CAP ID in the request. Once your CAP ID is verified, you will receive notification that you are a member. 2. You will receive an invitation from INWGSQDCC Yahoo Groups created exclusively for Indiana Wing Squadron Commanders. Accept the invitation to be added to this group. The prior Commander (if applicable) will be removed. 3. If you are not already signed up for <i>Indiana Wing Website</i>, request "Member Access" by emailing mtgallant@comcast.net your name, CAPID and a proposed user name. The website is located at www.inwg.cap.gov. In the upper right hand corner, click on <i>Members</i>. This website contains a number of important resources such as Indiana Wing Calendar, Rosters, Forms, Publications and various templates to run your unit efficiently. 4. Verify that all members of your unit are signed up for <i>Indiana Wing Yahoo Groups</i> and the <i>Indiana Wing Website</i>. These are crucial communication tools to keep members informed of Indiana Wing events and announcements.
	<p>REGULATIONS</p> <p>Review regulations, manuals and forms at the following websites:</p> <ol style="list-style-type: none"> 1. National HQ: http://www.capmembers.com/forms_publications_regulations/indexes-regulations-and-manuals-1700/ 2. Indiana Wing: <ol style="list-style-type: none"> a. Pubs: http://indiana-wing.org/IN001/index.php5?title=Indiana_Wing_Publications b. Forms: http://indiana-wing.org/IN001/index.php5?title=Indiana_Wing_Forms

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	<p>ROSTERS</p> <ol style="list-style-type: none"> 1. Review Wing Staff and Unit Commander Rosters by logging into Indiana Wing Website and going to http://indiana-wing.org/IN001/index.php5?title=Rosters. 2. Office symbols are often used throughout communications. Typical Indiana Wing Office symbols may be found on the Indiana Wing Staff Roster. 3. Ensure your members are aware of these of Office Symbols and the proper way to use signature blocks on correspondence. Contact INWG/DA-DP with any questions. <p>For more information on office symbols and examples of signature blocks, visit http://indiana-wing.org/IN001/index.php5?title=Office Symbols and Signature Blocks.</p>
	<p>CALENDAR</p> <p>Review activity calendars at:</p> <ol style="list-style-type: none"> 1. National Headquarters: https://www.capnhq.gov/CAP.Calendar.Web/Modules/AdvSearch.aspx 2. Great Lakes Region: http://glr.cap.gov/ 3. Indiana Wing: www.inwg.cap.gov 4. Group: contact your group commander 5. Your unit: Does your unit maintain a calendar? If not, you are encouraged to implement one with your Public Affairs Officer.
	<p>COMMAND CONTACT</p> <p>Contact your group commander (see Wing Unit roster) to discuss the following items:</p> <ol style="list-style-type: none"> 1. Review "Vision 75" with your Group Commander to see how your unit can assist with Indiana Wing long terms goals. This strategic plan is located at http://indiana-wing.org/IN001/index.php5?title=Member Resources#Strategic Planning 2. Group procedures for reports, promotion and awards paperwork 3. Request a Group Staff Roster
	<p>WEB SECURITY ADMINISTRATOR</p> <ol style="list-style-type: none"> 1. Web Security Administration is assigned to your members with specific duty positions, so ensure all personnel are assigned their respective positions. If they are not, refer to Organizational Appointments in the next section of this page. 2. In eServices, log in and at the right of the screen is <i>WSA</i>. Read the Overview to become familiar with this module. 3. Also, at the right of the screen is <i>Commander's Corner</i>. Read the Overview to become familiar with this module.

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	ORGANIZATIONAL APPOINTMENTS <ol style="list-style-type: none"> 1. Review CAPR 20-1 and visit INWG website, Member Resources section for a listing of required unit positions depending on your type of unit. Ensure your unit has the Organizational Chart posted on a wall or mounted on a portable board at all meetings. 2. Appoint officers to fill these positions using the eServices “Duty Assignment” module. Ensure they are assigned the proper “Specialty Track” for that duty assignment. NOTE: Communications and Logistics Officers MUST be on a CAPF 2a to show that they are signing for the equipment for which they are responsible. 3. An automatic email will be forwarded to the unit’s CC and DA/DP from National Headquarters releasing the prior assigned member from the duty assignment and replacing with the new member. (See Personnel Section for further instruction)
	INSPECTIONS <ol style="list-style-type: none"> 1. Contact Wing Inspector General (see Wing Staff Roster) to determine: <ol style="list-style-type: none"> a. Date of your unit’s next Subordinate Unit Inspection b. Determine whether inspection open items exist since the last inspection. 2. Download the Subordinate Unit Inspection guide as a way to help orient to the different Civil Air Patrol requirements for your unit: http://members.gocivilairpatrol.com/cap_national_hq/inspector_general/inspections.cfm. At the bottom of the page is an SUI Guide. Make sure each primary position has their sections saved in Word format. They are responsible for answering the questions in blue-colored font and providing copies of supporting documentation. This information will be emailed to the IG pre-inspection at the time of your next SUI. 3. Periodically, check with your members to ensure these are getting updated. Although the SUI Guide serves as a basis to accomplish the requirements for CAP, encourage your members to find creative ways to assist the unit to run more efficiently while accomplishing, not only unit goals, but Group and Indiana Wing goals (Vision 75). These items would be considered “Commendable” or “Benchmark” items during an SUI.
	TESTING OFFICER <ol style="list-style-type: none"> 1. Testing Officer (TO) or the optional Testing Assistants (TA), are only required for Composite and Cadet Units. If you are this type of unit, verify that, at minimum, a TO is appointed in eServices. Note that the Unit Commander is not permitted to serve as the Testing Officer. 2. Verify with your Testing Officer that tests are properly stored, recorded and destroyed as required per CAPR 50-4. This is a significant inspection item for Air Force and Civil Air Patrol inspectors. 3. Change the lock or combination for the file system used to store testing materials.

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	NOTE: Groups or senior units that need the services of a testing officer may refer to a unit with a testing officer or contact the wing testing officer for assistance.
	SAFETY Please ensure the following: <ol style="list-style-type: none"> 1. Ensure the Commander is not assigned this position. 2. Verify unit has a Safety Officer appointed through eServices and has been assigned that specialty track. 3. Review Unit Annual Safety Survey (if not completed, complete) (CAPR 62-1, Attachment 1). 4. Ensure your Unit Safety Officer has been providing monthly reports. 5. Review the Safety training schedule for your unit for the next 90 days. 6. Print the Wing "Initial Mishap Reporting Memo" at the Wing Yahoo Group and know whom to call if you have a safety situation. When in doubt, CALL!
	FINANCE <ol style="list-style-type: none"> 1. Contact Wing Finance Officer (see Wing Staff Roster) for a Wing Banker Solution briefing. 2. Determine if the unit has a funds balance in the Wing Banker Solution; if the unit has a funds balance, download CAPF 173-1, INWG Supplement 1, "Wing Banker Program Guidelines and Procedures" 3. Complete INWG Form 910 and forward to the Finance Officer to update Unit Finance Committee allowing unit to access funds. 4. Be aware of strict fundraising guidelines for local units in CAPR 173-4. Wing Commander approval MUST be received before local fundraising occurs.
	COMMUNICATIONS <ol style="list-style-type: none"> 1. Assign a Communications Officer in eServices to grant them access to the Operational Resource Management System (ORMS). (Access is granted by Duty Assignment only.) 2. Contact Wing Director of Communications (see Wing Staff Roster) to get access to the INWG Communications Officer email list. 3. Inventory. Download the Total Inventory Report (Old S-8) from ORMS. Verify each communications item on the list is available at your unit. If you do not have a particular item and cannot locate it, please contact the Wing Director of Communications immediately. Complete a Changeover Inventory in ORMS within 30 days of assignment of a new Commander or Communications Officer.
	LOGISTICS <ol style="list-style-type: none"> 1. Assign a Logistics and/or Supply Officer (depends on type of unit) in eServices to grant them access to the Operational Resource Management System (ORMS). (Access is granted by Duty Assignment only.) 2. Inventory. Download the Total Inventory Report (Old S-8) from ORMS. Verify each supply item on the list is available at your unit. If you do not have a particular item and cannot locate it, please contact the Wing Director of Logistics immediately. Complete a Changeover Inventory in ORMS within 30 days of

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	assignment of a new Commander or Logistics and/or Supply Officer.
	<p>TRANSPORTATION</p> <p>Does your unit have a vehicle assigned? If yes:</p> <ol style="list-style-type: none"> 1. Review the vehicle binder for monthly checklists and required information. Is it complete? Indiana Wing has a supplement at http://indiana-wing.org/IN001/files/in_715728759765.pdf Does your vehicle have a binder compliant with this policy letter? 2. Contact Wing Transportation Officer to discuss procedure for monthly vehicle reporting.
	<p>AIRCRAFT</p> <p>Does your unit have an aircraft assigned?</p> <p>If no:</p> <ol style="list-style-type: none"> 1. Encourage your members to become aircrew trained, and consider how your unit can participate in aircraft activities with nearby units. INWG welcomes new aircraft custody units frequently. <p>If yes:</p> <ol style="list-style-type: none"> 1. Designate an experienced member as Operations Officer and, if appropriate, Maintenance Officer. 2. Review CAPR 66-1 and 60-1, as well as INWG Supplements for both located on the <i>Indiana Wing Website</i>. 3. It is your responsibility as a unit to make sure your aircraft is maintained and operated in a safe and airworthy fashion. Ensure that your Operations or Maintenance Officer is coordinating maintenance and any concerns or questions with the INWG/DOM. 4. Submit a F937A (Aircraft Custody Agreement) annually or at change of unit commander to the INWG/DO. Note that aircraft custody units must re-apply at the beginning of each fiscal year. 5. Ensure your Operations or Maintenance Officer is meeting monthly reporting requirements, including safety inspections and aircraft tach sheets. 6. Coordinate with the INWG/DOM and DO to discuss aircraft rotation and any training needs.
	<p>STAN / EVAL</p> <p>If your unit contains any aircrew qualifications or any CAP pilots, then:</p> <ol style="list-style-type: none"> 1. Unit commanders should not validate any pilot qualifications in eServices. Validations require the presence of certain paperwork and certain prerequisites on the part of the pilot. The INWG/DOV is familiar with these requirements and is held responsible by CAP for verifying that they are met. While Approvals need to be approved at the squadron, group, and wing level, validations only occur once; validating at the unit level clears the item from the INWG/DOV's list, whether or not all prerequisites are met. 2. Appointing FROs and check/mission check pilots: these are appointed at the wing

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	level according to need. If you think your unit needs more resources in these areas (or other flight operations), please contact the INWG/DO or DOV.
	PUBLIC AFFAIRS <ol style="list-style-type: none"> 1. Ensure your unit has a PAO appointed in eServices. 2. If you don't, then the Commander must assume this position. 3. File an updated PR Plan and PR Crisis Plan. See template located at: http://indiana-wing.org/IN001/index.php5?title=Member_Resources Scroll to the Public Affairs section for templates.
	PERSONNEL Review records for your members with each individual. Take a look at: <ol style="list-style-type: none"> 1. Appointments – are duty appointments correctly recorded in eServices? 2. Promotions – Check with your Admin/Personnel Officer - Is anyone due for a promotion? 3. Specialty Tracks – Check with your PDO - are all members assigned the proper specialty track and rating? 4. Once all appointments, promotions and specialty tracks are updated, print a copy of the Member Search Report out of eServices to place in each member's Personnel file. 5. Awards –Encourage your members to track others' accomplishments in an effort to reward everyone's hard work. Have them report commendable efforts to you so you can take note in their personnel file. These notes can be used to prepare "Of the Year" Awards in December or prepare awards at the unit level. Encourage your members to record and store copies of certificates for any CAP events/ awards they receive in their personnel file. Note that ANYONE can recommend awards! Have all of your members review: http://members.gocivilairpatrol.com/media/cms/R039_003_83459660D4F44.pdf and http://indiana-wing.org/IN001/images/a/a3/2012-09-23_INWG_OI_07-02_Final.pdf 6. Cadet/Senior Master Record – are training accomplishments properly recorded on CAPF 45's or has your unit's DA/DP (or PD if they have been appointed by a Unit Personnel Authorization to maintain records) printed the member's report out of eServices to place in Personnel files?

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	<p>FINAL ADVICE</p> <ol style="list-style-type: none"> 1. You can ALWAYS call the following folks for help (refer to the Wing Rosters) <ol style="list-style-type: none"> a. Your Group Commander b. Indiana Wing Vice Commander c. Indiana Wing Commander 2. Take care of your officers...without squadron officers; you do not have a unit! 3. When sending any sort of CAP Form, know that <u>e-signatures are STRONGLY encouraged</u>. It allows higher echelons to affix their e-signature, which will speed up the promotion, level completion training and awards process. 4. Take the opportunity to learn about leadership; there is nothing quite like being a Civil Air Patrol Unit Commander to challenge you. Learn as much as you can to help you become successful. 5. Some folks like command because of the title; there is nothing wrong with that, however, a better reason to like command is because of the opportunity to do things "right" for your fellow officers and your community. Hold to that as the "brass" on the title will wear away after a while. 6. BEST WISHES...HAVE FUN....GET OUT THERE AND LEAD!